

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, SEPTEMBER 26, 2002
8:15 A.M.**

Commissioners Present: Bob Workman, Chair
Bernie Heier, Vice Chair
Kathy Campbell
Larry Hudkins
Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Bruce Medcalf, County Clerk
Trish Owen, Chief Deputy County Clerk
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:17 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, SEPTEMBER 12, 2002

MOTION: Hudkins moved and Stevens seconded approval of the Staff Meeting minutes of September 12, 2002. Workman, Heier, Stevens and Hudkins voted aye. Campbell abstained from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Resource Conservation & Development Program (RC&D) Representation
- B. Letter from Bill Cunningham of Waverly, Nebraska

MOTION: Heier moved and Campbell seconded approval of the additions to the agenda. Hudkins, Stevens, Heier, Workman and Campbell voted aye. Motion carried.

ADDITIONS TO THE AGENDA

- A. Resource Conservation & Development Program (RC&D) Representation

Workman noted that the minutes of the September 16, 2002 Nebraska Great Plains Resource Conservation & Development state that the County Board has asked Judy Adams to stay on as the County's representative (Exhibit A).

Campbell suggested that the Board ask Gary Bergman, County Extension Agent, whether a member of his staff could serve in this capacity.

MOTION: Campbell moved and Hudkins seconded to send a letter to the Nebraska Great Plains Resource Conservation & Development explaining that Judy Adams should be encouraged to continue to attend meetings of that body, but not as the County's representative, and that the County Board is exploring representation from the County Extension Service. Campbell, Workman, Heier, Stevens and Hudkins voted aye. Motion carried.

B. Letter from Bill Cunningham of Waverly, Nebraska

The Board reviewed the letter which suggests a problem with the grade of the County Engineering facility in Waverly (Exhibit B).

MOTION: Hudkins moved and Campbell seconded to: 1) Refer the letter to the County Engineer for review and a written response, with a copy to the County Board; and 2) Authorize the County Engineer to seek a legal opinion, if deemed appropriate. Campbell, Workman, Heier, Stevens and Hudkins voted aye. Motion carried.

3 COMMISSIONERS MEETING REPORTS

A. Visitors Promotion Advisory Committee - Workman

Kerry Eagan, Chief Administrative Officer, reported that Lincoln will host the National Rollerskating Championships again next year.

B. Local Emergency Plan Committee - Workman

Workman said discussion focused on the availability of federal funds for equipment purchases.

C. Floodplain Task Force - Heier

Heier said the Beal Slough and valuation for flood insurance purposes were discussed.

D. Lincoln Independent Business Association (LIBA) Monthly Meeting - Workman

Workman said general concerns were discussed.

E. Downtown Lincoln Association (DLA) Board - Stevens

Eagan said he attended the meeting for Stevens and said impact fees and infrastructure financing for downtown Lincoln were discussed.

F. Lancaster Manor Advisory Committee - Hudkins

No report.

- 4 A) SPECIAL PERMIT NO. 196 AND COMMUNITY UNIT PLAN NO. 02014, VIEW POINTE NORTH, NORTH 70TH & WAVERLY ROAD (SPLIT JURISDICTION WITH CITY); B) RURAL SERVICES STUDY** - Marvin Krout, Planning Director; Mike DeKalb, Planning Department

A) Special Permit No. 196 and Community Unit Plan No. 02014

Mike DeKalb, Planning Department, reviewed Special Permit No. 196 and Community Unit Plan No. 02014, a request to create 14 lots and 5 outlots, an "ag cluster", on 257 acres at North 70th Street and Waverly Road (Exhibit C), noting a recommendation of conditional approval from Planning Staff and a recommendation of denial from the Planning Commission. He said two neighbors testified in opposition before the Planning Commission with concerns related to groundwater, impact to agriculture, acreage development, schools and roads. One questioned whether the subdivision's residents would object to his application of sludge to land in the area. DeKalb said a groundwater study was performed and the quality and quantity was found to be acceptable.

Hudkins and Workman said they would like to see access to 70th Street.

DeKalb said the Board can add a condition to require a road to the east.

Larry Worrell, County Surveyor, appeared and said the County Engineer has recommended denial and will not accept the roadway, if the property is re-platted, because it will be built across a farm pond dam.

DeKalb said it is a private roadway that will be maintained by the association. He said the County Engineer has submitted a letter of conditions which were built into the conditions of approval.

Campbell noted concern with the long-term implications of the proposed development and private road for the City.

DeKalb said the City allows private roadways within clustered development under Community Unit Plan provisions.

Stevens suggested a greater setback for Lots 1 and 14 to allow for future widening of Waverly Road.

B) Rural Services Study

DeKalb distributed Scope of Services, Rural Cost of Service Study, Lancaster County Nebraska (Exhibit D). He said project costs are estimated to total \$42,650 and said the County will not be asked to contribute beyond its original commitment of \$20,000.

5 SPACE NEEDS - JoAnne Kissel and John Kay, Sinclair Hille & Associates Inc.

JoAnne Kissel and John Kay, Sinclair Hille & Associates Inc., gave a Power Point presentation on County/City Master Plan 2002 (Exhibit E), noting the following recommendations:

1. Expand Health Campus at 31st & "N" Street
2. Maintain Core Campus at 555 South 10th Street and Finish Out the 3rd Floor in the County-City Building
3. Build Juvenile Justice Services Addition to the Juvenile Detention Facility for Juvenile Court, Juvenile Probation, Juvenile Public Defender and Juvenile County Attorney
4. Use "K" Street Records Warehouse for 100% Records Storage
5. Continue Use of 233 Building as "Swing Space" with Minimal Additional Investment
6. Facilitate Redevelopment of 233 Building Property by Public or Private Sector
7. Build Adult Justice Services Building for Adult Probation, Public Defender, City Attorney (Criminal Division), County Attorney, Emergency Operations Center and Information Services; and Parking Deck Expansion
8. Facilitate Redevelopment of Trabert Hall by Public or Private Sector, Possibly for Senior Housing

Alternatives, a phasing plan and estimated costs were also reviewed (see Exhibit E).

Stevens exited the room at 10:06 a.m.

6 PENDING LITIGATION - Mike Thew, Chief Deputy County Attorney; Dave Johnson and Doug Cyr, Deputy County Attorneys

MOTION: Heier moved and Campbell seconded to enter Executive Session at 10:08 a.m. Campbell, Workman, Heier and Hudkins voted aye. Stevens was absent from voting. Motion carried.

MOTION: Stevens moved and Hudkins seconded to exit Executive Session at 10:32 a.m. Hudkins, Stevens, Campbell and Workman voted aye. Heier was absent from voting. Motion carried.

Heier returned to the meeting at 10:34 a.m.

7 HIRING REQUESTS

- A. Two (2) Mental Health Technicians - Dean Settle, Community Mental Health Center Director

Dean Settle, Community Mental Health Center Director, appeared and requested authorization to replace four, rather than two, mental health technicians. He said two of the vacancies are at the Community Mental Health Center and two are at The Heather, a community transition program. Settle suggested that mental health technicians be added to the budget freeze exclusion list.

MOTION: Heier moved and Stevens seconded to: 1) Authorize hiring of four mental health technicians; and 2) Modify the directive to the Personnel Department to add mental health technicians to the budget freeze exclusion list. Campbell, Workman, Heier, Stevens and Hudkins voted aye. Motion carried.

B. Engineering Aide II - Don Thomas, County Engineer

Eagan explained that the vacancy is on the bridge crew.

MOTION: Hudkins moved and Campbell seconded approval. Hudkins, Stevens, Workman, Heier and Campbell voted aye. Motion carried.

C. Child Support Staff - Gary Lacey, County Attorney

Gary Lacey, County Attorney, appeared and requested authorization to replace an attorney, receptionist and client service representative.

Campbell exited the room at 10:20 a.m.

MOTION: Hudkins moved and Stevens seconded approval of the request. Hudkins, Stevens, Heier and Workman voted aye. Campbell was absent from voting. Motion carried.

ADMINISTRATIVE OFFICER REPORT

F. Potential Grant for County Attorney (Safe Neighborhoods)

Lacey gave an overview of Reducing Community Gun Violence: Project Safe Neighborhoods (Exhibit F). He said the maximum grant amount (\$250,000) is being sought for the project, noting no County match is required.

MOTION: Hudkins moved and Stevens seconded to authorize the County Attorney to apply for the grant, with signature by the Chair. Hudkins, Stevens, Heier and Workman voted aye. Motion carried.

Campbell returned at 10:25 a.m.

RETURNING TO HIRING REQUESTS

D. Administrative Aide I - Dave Shively, Election Commissioner

Dave Shively, Election Commissioner, appeared and stated that the position is an Administrative Aide II, rather than an Administrative Aide I.

MOTION: Campbell moved and Hudkins seconded approval of the request. Hudkins, Stevens, Heier, Workman and Campbell voted aye. Motion carried.

8 LINCOLN/LANCASTER COUNTY HEALTH DEPARTMENT REPORT ON GENERAL ASSISTANCE - Bruce Dart, Lincoln/Lancaster County Health Department Director; Pat Lopez, Lincoln-Lancaster County Health Department

Pat Lopez, Lincoln-Lancaster County Health Department (LLCHD), reviewed Recommendations from the General Assistance Study, Lincoln-Lancaster County Health Department (Exhibit G).

Lopez said the following is recommended to implement the study recommendations:

- * Continue contract with Nebraska Health & Human Services local office and implement study recommendations
- * Reassign entire General Assistance (GA) Program to existing county or city/county department
- * Reassign all GA medical components to LLCHD and all other GA Plan components to an existing county department

Lopez also presented flow charts detailing the existing and proposed process for the GA Program (Exhibits H & I).

In response to a question from Hudkins, Bruce Dart, LLCHD Director, said his department lacks expertise in the area of rental assistance and burial.

Eagan said the Veterans Service Center may be able to assist in those areas.

Campbell said she would prefer to have accountability in one department.

MOTION: Campbell moved and Hudkins seconded to: 1) Ask the General Assistance Monitoring Committee to convene and review the report; and 2) Proceed with the pharmacy component, authorizing up to \$5,000, contingent upon review and a favorable recommendation from the General Assistance Monitoring Committee. Hudkins, Stevens, Heier, Workman and Campbell voted aye. Motion carried.

9 COUNTY ASSESSOR CAR PURCHASES - Norm Agena, County Assessor; Rob Ogden, Chief Administrative Deputy Assessor; Dave Kroeker, Budget & Fiscal Officer

Campbell suggested that surplus Sheriff's vehicles may be a solution to the County Assessor's need for vehicles and may free up funds for a new Sheriff's patrol vehicle.

The Board asked that Norm Agena, County Assessor; Rob Ogden, Chief Administrative Deputy Assessor; Dave Kroeker, Budget & Fiscal Officer; Terry Wagner, Lancaster County Sheriff; and Bill Jarrett, Chief Deputy Sheriff, meet and see what can be worked out, with a report back to the Board.

10 LOCAL LAW ENFORCEMENT BLOCK GRANT UPDATE - Bill Jarrett, Chief Deputy Sheriff

Bill Jarrett, Chief Deputy Sheriff, gave an overview of Lancaster County Sheriff's Office, Local Law Enforcement Block Grant for 2002-2003 (Exhibit J). He said the grant funds (\$106,960) will be used for continuing support of the Lancaster County Drug Court and to purchase portable radios.

11 ACTION ITEMS

- A. Letter to City Requesting Amendment of Lincoln Municipal Code 18.04 (Building Permits for Residences on 20 Acre Parcels)

The Board reviewed a letter draft (Exhibit K).

MOTION: Campbell moved and Hudkins seconded to authorize the letter to be sent to Mayor Wesely. Campbell, Workman, Heier, Stevens and Hudkins voted aye. Motion carried.

- B. Request from Corrections to Send Three (3) Nurses to Nebraska Nursing Law Seminar (\$49/Person)

MOTION: Hudkins moved and Campbell seconded approval. Hudkins, Stevens, Heier, Campbell and Workman voted aye. Motion carried.

- C. Microcomputer Request C#2002-302, \$140 for Microsoft Windows 98 Upgrade from the Adult Probation Budget

MOTION: Campbell moved and Hudkins seconded approval. Workman, Campbell, Heier, Stevens and Hudkins voted aye. Motion carried.

- D. Microcomputer Requests:
 - 1. \$2,933.36 from Families First & Foremost (F³) Budget for Thirteen (13) Microsoft Windows Pro Upgrades
 - 2. \$37,289.46 from Families First & Foremost (F³) Budget for Eighteen (18) Pentium IV's, etc.

MOTION: Campbell moved and Stevens seconded approval. Workman, Hudkins, Stevens, Heier and Campbell voted aye. Motion carried.

12 ADMINISTRATIVE OFFICER REPORT

A. Annual Meeting with Villages

The Board scheduled the meeting on October 22, 2002 at 10:30 a.m., to be followed by a luncheon. Topics will include the Rural Acreage Study and economic development.

B. Lincoln Convention & Visitors Bureau (CVB) Proposals

Eagan distributed copies of Report and Recommendation from the Convention and Visitors Bureau Services Review Committee (Exhibit L).

Campbell said she would like additional time to review the proposals.

The Board scheduled a Staff Meeting on October 15, 2002 at 10:15 a.m. at which time presentations on the two proposals will be given.

NOTE: Also in attendance were Tom Bassett and June Remington, Star City Communication, and Bruce Bohrer, Chamber of Commerce.

C. Letter from Nebraska Department of Environmental Quality Regarding Storm Water Drainage

Eagan said Nicole Fleck-Tooze, City Public Works/Utilities, has been asked to provide additional information.

D. Correspondence Regarding Change of Zone No. 147 and Comprehensive Plan Amendment No. 94-23-27b

The Board asked Eagan to follow-up with Peter Katt, attorney for the applicant, before scheduling removal of the item from the list of pending items.

E. Modification of Budget Freeze Letter

Eagan noted the Board's earlier action to approve continuous recruitment, as needed, of mental health technicians. He said requests to include correctional officers, nurses, nursing assistants, food service and laundry workers have also been received.

MOTION: Hudkins moved and Heier seconded approval of those requests. Hudkins, Heier, Stevens, Workman and Campbell voted aye. Motion carried.

F. Potential Grant for County Attorney (Safe Neighborhoods)

Item moved forward on the agenda.

G. Lancaster Manor Brickwork

Eagan said Don Killeen, County Property Manager, has investigated the damage and believes the repair can be handled through the unit pricing contracts.

MOTION: Hudkins moved and Stevens seconded to authorize the repair. Hudkins, Stevens, Heier, Workman and Campbell voted aye. Motion carried.

H. Insurance Requirements for Adult Offender Services Consultant

Dave Johnson, Deputy County Attorney, appeared and said the Adult Offender Services Consultant is unable to obtain the required \$1 million in liability auto insurance, due to his driving record. He said \$500,000 is the greatest amount of coverage that he is able to obtain.

MOTION: Heier moved and Stevens seconded to accept the \$500,000 liability auto insurance coverage. Hudkins, Stevens, Heier, Workman and Campbell voted aye. Motion carried.

I. Tri-County Retreat with Douglas and Sarpy Counties

The Board suggested that the meeting be held on November 14, 2002.

J. Correspondence from Kelly Moore Guenzel Handlos, Clerk of the District Court, Regarding Management Retreat Date

Board consensus was to retain the original date of October 10, 2002.

13 ADJOURNMENT

MOTION: Heier moved and Stevens seconded to adjourn the meeting at 12:06 p.m. Hudkins, Stevens, Heier, Workman and Campbell voted aye. Motion carried.

Bruce Medcalf
County Clerk